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Economic Commission for Europe**Inland Transport Committee****Working Party on Inland Water Transport****Sixty-sixth session**

Geneva, 12–14 October 2022

Item 15 of the provisional agenda

**Rules of Procedure of the Working Party
on Inland Water Transport****Draft Rules of Procedure of the Working Party on Inland
Water Transport****Note by the secretariat****Mandate**

1. This document is submitted in line with the Proposed Programme Budget for 2022, part V, Regional cooperation for development, section 20, Economic Development in Europe, Programme 17, Economic Development in Europe (A/76/6 (Sect.20), paragraph 20.76).
2. At its eighty-second session, the Inland Transport Committee (ITC) adopted its revised Rules of Procedure¹ and invited those of its Working Parties that had not adopted their own Rules of Procedure to inform ITC about their plans to align their Rules of Procedure to those of ITC or the compelling reasons that might necessitate following the Rules of Procedure of the Economic Commission for Europe (ECE) or developing their own Rules of Procedure (ECE/TRANS/294, paragraphs 17 and 18).
3. In accordance with its terms of reference, endorsed by the Economic and Social Council on 16 February 2022 (E/RES/2022/2), ITC shall adopt the terms of reference and rules of procedure of its subsidiary bodies. The Working Party on Inland Water Transport (SC.3) may therefore wish to consider the draft of its rules of procedure aligned with those of ITC (ECE/TRANS/294, annex III), based on the draft contained in the annex to this document, and recommend the draft for adoption by ITC.

¹ ECE/TRANS/294, annex III.

Annex

Draft Rules of Procedure of the Working Party on Inland Water Transport

Chapter I Participation

Rule 1

(a) Member States of the Economic Commission for Europe (ECE or the Commission) participate at the sessions of the Working Party on Inland Water Transport (the Working Party) as full members with voting rights.

(b) Non-ECE Member States participate as full members to the segments of the sessions of the Working Party that deal with legal instruments to which they are contracting parties or binding rules, standards or resolutions for which they have declared to the ECE Executive Secretary the acceptance or interest in, under the purview of the Working Party, and remain in a consultative capacity in other segments.

(c) States that do not fall under subparagraphs (a) and (b) participate in the sessions of the Working Party in a consultative capacity.

(d) Specialized agencies, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council, may, in accordance with Rule 1 (d) of the Rules of Procedure of the Inland Transport Committee (ITC), participate in a consultative capacity in the Working Party in discussions that the Working Party may hold on any matter of particular concern to those agencies or organizations.

(e) Non-governmental organizations not in consultative status with the Economic and Social Council, subject to the approval of the Working Party and respecting the principles set forth in Economic and Social Council resolution 1996/31, parts I and II, participate in a consultative capacity in discussions that the Working Party may hold on any matter of interest to these organizations.

(f) Consultations with specialized agencies and the International Atomic Energy Agency (IAEA) shall be conducted in accordance with Rule 1 (f) of the Rules of Procedure of ITC.

(g) Consultations with non-governmental organizations shall be conducted in accordance with Rule 1 (g) of the Rules of Procedure of ITC.. Non-governmental organizations with consultative status under paragraph (d) shall be treated as non-governmental organizations included on the list.

Chapter II Sessions

Rule 2

Sessions of the Working Party shall be held:

(a) On dates fixed by the Working Party, after consultation with the secretariat, at previous meetings;

(b) On such other occasions as the Chair, in consultation with the Vice-Chair(s) and the secretariat, deems necessary.

Rule 3

Sessions shall ordinarily be held at the United Nations Office at Geneva (UNOG).² The Working Party may, with the concurrence of ITC, decide to hold a particular session elsewhere. In that case, the relevant United Nations rules and regulations shall apply.

Sessions may also be held in a hybrid format, in which case some of the members participate in them at UNOG while others join them through virtual means.

Rule 4

The secretariat shall, at least forty-two days before the commencement of a session of the Working Party, distribute a notice of the opening date of the session, together with a copy of the provisional agenda. The basic documents relating to each item appearing on the provisional agenda of a session shall be transmitted not less than forty-two days before the opening of the session, provided that in exceptional cases the secretariat may, for reasons to be stated in writing, transmit such documents not less than twenty-one days before the opening of the session.

**Chapter III
Agenda****Rule 5**

The provisional agenda for each session shall be drawn up by the secretariat in consultation with the Chair and the Vice-Chair(s).

Rule 6

The provisional agenda for any session shall include:

- (a) Items arising from previous sessions of the Working Party;
- (b) Items proposed by ECE or its Executive Committee (EXCOM);
- (c) Items proposed by ITC;
- (d) Items proposed by any member of the Working Party;
- (e) Items proposed by a specialized agency in accordance with the agreements of relationship concluded between the United Nations and such agencies; and
- (f) Any other items which the Chair or the secretariat see fit to include.

Rule 7

The first item upon the provisional agenda for each session shall be the adoption of the agenda.

Rule 8

The Working Party may amend the agenda at any time during the session.

**Chapter IV
Representation****Rule 9**

Each full member, as defined in rule 1, shall be represented on the Working Party by an accredited representative.

² SC.3 may wish to complement this rule with a possibility of holding sessions in a hybrid format.

Rule 10

A representative may be accompanied to the sessions of the Working Party by alternate representatives, advisers and experts and, when absent, he or she may be replaced by an alternate representative.

Rule 11

(a) Each full member shall submit the names of a representative, alternate representatives and experts to the secretariat at the latest one week before the opening of the session.

(b) The secretariat shall prepare a provisional list of above-mentioned persons scheduled to attend the session and make it available to the permanent missions and permanent observer missions to the United Nations Office at Geneva two working days before the opening of the session. The final list of the names of all persons attending the session shall be made available to them at the end of the session.

(c) The secretariat shall prepare a list of the names of all persons attending the session and make it available to them at the end of the session.

**Chapter V
Officers**

Rule 12

(a) The Working Party shall, every two years, elect a State from among the ECE member States, as the Chair. The representative of the elected State will be the Chair. The Working Party will also, at the same meeting, elect up to two ECE member States whose representatives will become Vice-Chairs for the same period.

(b) Nominations for the positions referred to in paragraph (a) above will be submitted to the secretariat, if possible, ten days before the start of the session during which elections will be conducted.

Rule 13

If the Chair is absent from a meeting, or any part thereof, the Vice-Chair or one of the Vice-Chairs designated by the Chair, if there are more than one Vice-Chairs, shall preside.

Rule 14

If the representative of the country holding the position of Chair or Vice-Chair ceases to represent their State, the new representative of that State will become the new Chair or Vice-Chair for the unexpired portion of the term. If the representative of the country holding the position of Chair or Vice-Chair can no longer hold office, the alternate representative will become the new Chair or Vice-Chair for the unexpired portion of the term.

Rule 15

The Vice-Chair acting as Chair shall have the same powers and duties as the Chair.

Rule 16

The Chair or the Vice-Chair acting as Chair shall participate in the meetings of the Working Party in this capacity and not as the representative of their State. The Working Party shall admit an alternate representative to represent that member in the meetings of the Working Party and to exercise its right to vote.

Chapter VI

Subsidiary bodies

Rule 17

(a) With the endorsement of ITC and the approval of EXCOM, the Working Party may establish subsidiary bodies, such as continually acting Working Parties or other teams of specialists, as it deems necessary for the performance of its functions and shall define the powers and composition of each of them. Such autonomy as may be necessary for the discharge of the technical responsibilities laid upon them may be delegated to them.

(b) Subject to the endorsement of ITC and the approval of EXCOM, the Working Party may extend or discontinue such subsidiary bodies as it deems necessary to assist it in carrying out its tasks.

Rule 18

Unless the Working Party decides otherwise, the present rules of procedure shall apply to the procedure of its subsidiary body.

Rule 19

Subsidiary bodies should consult those entities identified in rule 1 according to the procedures set out in that rule.³

Chapter VII

Secretariat

Rule 20

The Executive Secretary shall act in that capacity at all meetings of the Working Party and of its subsidiary bodies. He or she may appoint another member of the staff to take his/her place at any meeting.

Rule 21

A representative of the secretariat may at any meeting make either oral or written statements concerning any question under consideration.

Rule 22

The secretariat shall be responsible for the necessary arrangements being made for the meetings of the Working Party and its subsidiary bodies.

Chapter VIII

Conduct of business

Rule 23

At least 7 full members shall constitute a quorum.

Rule 24

In addition to exercising the powers conferred upon him/her elsewhere by these rules, the Chair shall declare the opening and closing of each meeting of the Working Party, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, put

³ This rule cannot be considered as implying, between the non-governmental organizations with general consultative status with the Economic and Social Council, any discrimination contrary to the decision and rules of the General Assembly or the Economic and Social Council.

questions to the vote, and announce decisions. The Chair may also call a speaker to order if his/her remarks are not relevant to the subject under discussion.

Rule 25

During the discussion of any matter a representative may raise a point of order. In this case the Chair shall immediately state his/her ruling. If it is challenged, the Chair shall forthwith submit his/her ruling to the Working Party for decision and it shall stand unless overruled.

Rule 26

During the discussion of any matter a representative may move the adjournment of the debate. Any such motion shall have priority. In addition to the proposer of the motion, one representative shall be allowed to speak in favour of, and one representative against, the motion, after which the motion shall be put to the vote immediately.

Rule 27

A representative may at any time move the closure of the debate whether or not any other representative has signified his wish to speak. Not more than two representatives may be granted permission to speak against the closure, after which the motion shall be put to the vote immediately.

Rule 28

The Working Party may limit the time allowed to each speaker, if it is considered in the interest of ensuring an orderly session.

Rule 29

Principal motions and resolutions shall be put to the vote in the order of their submission unless the Working Party decides otherwise.

Rule 30

When an amendment revises, adds to or deletes from a proposal the amendment shall be put to the vote first, and if it is adopted, the amended proposal shall then be put to the vote.

Rule 31

If two or more amendments are moved to a proposal, the Working Party shall vote first on the amendment furthest removed in substance from the original proposal, then, if necessary, on the amendment next furthest removed and so on, until all the amendments have been put to the vote.

Rule 32

The Working Party may, at the request of a representative, decide to put a motion or proposal to the vote in parts. If this is done, the text resulting from the series of votes shall be put to the vote as a whole.

Chapter IX
Voting

Rule 33

Each full member of the Working Party shall have one vote.

Rule 34

Decisions of the Working Party shall normally be taken by consensus. In the absence of consensus, decisions of the Working Party shall be made by a majority of the full members present and voting.

For the purpose of these rules, the phrase “members present and voting” means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Rule 35

The Working Party shall take no action in respect of any country without the agreement of the Government of that country.

Rule 36

The Working Party may vote by show of hands. If any representative requests a roll call, a roll call shall be taken in the English alphabetical order of the names of the full members.

Rule 37

All elections shall be decided by secret ballot, unless, in the absence of any objection, the Working Party decides to proceed without taking a ballot on an agreed candidate or slate.

Rule 38

If a vote is equally divided upon matters other than elections, a second vote shall be taken. If this vote also results in equality, the proposal shall be regarded as rejected.

**Chapter X
Languages****Rule 39**

English, French and Russian shall be the working languages of the Working Party.

Rule 40

All interventions made in any of the working languages shall be interpreted into the other working languages.

**Chapter XI
Records****Rule 41**

As soon as possible, the text of all reports, resolutions, recommendations and other formal decisions made by the Working Party and its subsidiary bodies shall be communicated to the participants listed in Rule 1.

**Chapter XII
Publicity of meetings****Rule 42**

The meetings of the Working Party shall ordinarily be held in public. The Working Party may decide that a particular meeting or meetings shall be held in private.

**Chapter XIII
Reports****Rule 43**

The Working Party shall submit to ITC a report on its activities and plans, including those of any subsidiary bodies, once a year.

Chapter XIV

Amendments and suspensions

Rule 44

Any of these rules of procedure may be amended or suspended by the Working Party provided that the proposed amendments or suspensions are adopted by ITC and approved by EXCOM and do not attempt to set aside the Working Party's terms of reference.
